

POSITION TITLE: INDUSTRIAL SPECIALIST V -
Metal Fab Welding Supervisor

DEPARTMENT: Industry

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 024048

Performs highly complex work in the Metal Fabrication Factory. Work involves overseeing the work of offenders to ensure efficient operations; and supervising the work of offenders. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

- A. Oversees offenders in the performance of assigned tasks; ensures compliance to quality standards; plans schedules of operations; ensures the proper maintenance of equipment and machinery; and inspects, trains, and provides technical assistance in methods and equipment used in welding and metal fabricating.
- B. Reviews and reports projected raw material parts and requirements; requisitions supplies, machinery, and equipment; and prepares invoices for products distributed.
- C. Prepares and maintains reports of operations and related documentation to include quality and quantity of production; makes related recommendations; and maintains evaluations and records of training activities and proficiencies.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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SALARY GROUP: A17

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Eighteen months full-time, wage-earning experience in welding

or

four years full-time, wage-earning experience in any production or manufacturing operations.

3. Experience in the supervision of offenders preferred.
4. Experience in correctional custody or law enforcement preferred.

B. Knowledge and Skills

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of production and workflow procedures.
3. Knowledge of blueprint reading.
4. Knowledge of methods and procedures for sheet metal fabrication and properties of metal preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to train and supervise offenders.

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11. Skill to prepare and maintain accurate records, files, and reports.

12. Skill in the use of machinery and equipment in metal fabrication preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, excessive of intermittent noise, constant noise, fumes, smoke, gases, dust, grease, oils, solvents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, welding equipment, grinders, iron workers, band saw, hand tools, power tools, air tools, forklift, pallet jack, and automobile.